



150 W. Market Street, Suite 618  
Indianapolis IN 46204  
317/232-1268 317/232-5595 fax  
For additional information on how to manage your grant, please see our  
website: [www.in.gov/arts/grants/manage](http://www.in.gov/arts/grants/manage).

## MOS FY2006/2007 Interim Report

Due by July 31, 2006

The purpose of the Interim Report is to provide the IAC with information summarizing your activities and programs that were carried out during the first year of the two-year grant period. You are reporting on the activities that occurred between July 1, 2005, and June 30, 2006. You will report on the activities that occur in the second half of the biennium on the Final Grant Report, which is due by **July 30, 2007**.

### REQUIRED DOCUMENTATION

One of the contractual requirements for receiving an IAC grant is that all grant recipients must give logo credit to the Arts Commission in all published materials related to the funded activity. Use of the credit logo helps the IAC promote the public understanding of the vital role of the arts in Indiana communities.

You are required to submit four pieces of documentation. The IAC will review all documentation to determine if proper credit has been given to the IAC by the usage of the credit logo. Each piece of documentation and an IAC check of your website will make up 20% of your final Year 1 payment. For any one piece of the five not used correctly you will be deducted 20% of your final Year 1 payment. For example, if you have four of the five pieces of required documentation but are missing the fifth piece, your \$10,000 payment would become \$8,000.

Required Pieces:

- 1. Performing Arts Organizations must submit their most recent program. All others may submit either an exhibit catalog or a newsletter with correct logo usage.**

#### Programs

The Grantee must credit the IAC and the NEA on the title page of printed programs, in a type size no smaller than 8-point. If the type size is smaller than 8-point both the NEA and IAC logos need to appear. Also, list the Commission in the donor category most appropriate to the level of financial support your organization is receiving.

Performing arts organizations that receive more than \$50,000 in total IAC operating support funding in any fiscal year shall provide two half pages of advertising space in all season programs. To request these ads please contact the IAC Information Director at 317-232-1273.

- 2. Educational Material. All organizations must submit one of their educational materials.**

#### Educational Materials

The Grantee must credit the IAC and the NEA in all educational materials (including brochures, pamphlets, flyers, postcards, etc.) distributed in association with any IAC-funded program or exhibition. Grantees receiving organizational support must credit the IAC and NEA in all educational materials. If not using the credit logo, both the NEA and the IAC logos need to appear.



150 W. Market Street, Suite 618  
Indianapolis IN 46204  
317/232-1268 317/232-5595 fax

### **3. Current Advertisement, either newspaper or magazine.**

#### Advertising

The Grantee must credit the IAC and the NEA in all project-related print (including billboards) and/or electronic advertising (including television and the Internet).

### **4. Any other piece of general material.**

#### Promotional Materials

The Grantee must credit the IAC and the NEA in printed materials (including newsletters, catalogs, brochures, announcements, invitations, and press releases), films and videotapes, electronic transmissions (including Internet sites), and non-written announcements (such as audio descriptions for people who are sight-impaired) regarding all activities for which Commission funds are used. Grantees receiving organizational support must credit the IAC and NEA in all promotional materials.

### **5. Web Site. The IAC will check for this requirement once your report is submitted.**

#### Web Sites

The Grantee must use the IAC credit logo on the organization's web sites -- along with a hyperlink back to the IAC web site. It should be listed in a place appropriate to the web site's mapping, i.e. IAC credit logo on a sponsorship page with a hyper link and/or IAC and NEA listed as additional resources with a hyperlink to both. For project support, the IAC credit logo must appear on the web page that corresponds to the IAC-funded project.

**If you have any questions on your logo requirements, please contact Rex VanZant at 317-232-1273 or [rvanzant@iac.in.gov](mailto:rvanzant@iac.in.gov).**

## **SUBMITTING THE REPORT**

The Interim Report is due no later than **July 31, 2006**. No faxed reports will be accepted. Failure to submit an Interim Report on time could make your organization ineligible to apply for future IAC support.

- ☐ Submit 1 original (with pen signature) and 1 copy of the report. The board chair, president, or executive director must sign the report.
- ☐ Submit 4 pieces of logo documentation as described in 1-4 under required documentation. Clearly label each item.
- ☐ If applicable (see Page 4), submit 1 Record of In-kind Donations Form, signed by the board chair, president or executive director.



150 W. Market Street, Suite 618  
Indianapolis IN 46204  
317/232-1268 317/232-5595 fax

## MOS Interim Report

---

Due by July 31, 2006

*(If you are completing this form electronically, data can only be entered in the shaded boxes. Hit the Tab key to move from section to section. After you complete this form, print out an original to be signed and mailed to the IAC.)*

**GRANT NUMBER:**

**ORGANIZATION NAME:**

**CONTACT PERSON:**

**TELEPHONE/E-MAIL:**

### OUTCOMES OF FUNDED ACTIVITIES

In the space provided, briefly answer the following three questions:

1) If your activities varied from what was approved on your Project Modification form, Exhibit B of your Grant Agreement, explain how and why your project changed.

2) Specify how IAC funds were used and why the grant was essential to the project's success.

- 3) Describe the activities that occurred, including information about the WHO, WHAT, WHEN, WHERE, WHY, and HOW of the project. Please include information about the educational activities your organization provided during the year.

## WHO DIRECTLY BENEFITED FROM YOUR FUNDED ACTIVITIES?

### Geographic Area Served

A county is considered "served" during FY 2006 if: an arts activity took place in the county (festival, exhibit); an arts service was provided to residents of the county (arts calendar, newsletter); and/or a project participant resided in the county.

- 1) Total Number of Indiana Counties Served by this Project:
- 2) Alphabetically list the counties served in the space below.

### Number and Characteristics of People Served

Individuals Benefiting: On each line, enter the total number of individuals who were directly involved in the funded activity as artists, non-artist project participants or audience members between July 1, 2005 and June 30, 2006. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees, such as season ticket holders and individuals attending multiple events. We are looking to count the unique number of persons involved.

Artists Participating: On each line, enter the number of artists directly involved in providing art or artistic services specifically identified with the project. Include living artists whose work is represented, regardless of whether the work was provided by the artist or by an institution.

CHARACTERISTIC	INDIVIDUALS BENEFITING	ARTISTS PARTICIPATING
	(Number)	(Number)
<b><u>RACE/ETHNICITY</u></b>		
a. American Indian/Alaskan Native		
b. Asian		
c. Black/African American		
d. Hispanic/Latino		
e. White/Caucasian		
f. Native Hawaiian/Pacific Islander		
g. TOTAL (Add a. - f.)		
<b><u>AGE</u></b>		
h. Total Children (under 18)		
i. Total Seniors (65 and above)		
<b><u>DISABILITY</u></b>		
j. Total w/ Disabilities		

### FY 2006 FINANCIAL SUMMARY

1) Provide your FY 2006 (year one) actual annual operating budget. Round all figures to the nearest dollar; no decimals.

ACTUAL PROJECT EXPENSES	Column A CASH	Column B IN-KIND*	Column C TOTAL
1. Personnel-Administrative			
2. Personnel-Artistic			
3. Personnel-Technical/Production			
4. Outside Artistic Fees and Services			
5. Outside Other Fees and Services			
6. Space Rental			
7. Travel/Transportation			
8. Marketing/Publicity/Promotion			
9. Remaining Operating Expenses			
10. Capital Expenditures-Acquisitions			
11. Capital Expenditures-Other			
<b>TOTALS:</b>			

ACTUAL PROJECT INCOME	
1. Admissions	
2. Contracted Services Revenue	
3. Other Revenue	
4. Corporate Support	
5. Foundation Support	
6. Other Private Support	
7. Government Support-Federal	
8. Government Support-Regional/State	
9. Government Support-Local	
10. Other Applicant Cash	
<b>Sub-Total (Non-IAC Cash Income)</b>	
11. INDIANA ARTS COMMISSION GRANT	
<b>Sub-Total (Cash Income)</b>	
12. Total In-kind Donations*	
<b>TOTAL:</b>	

*\* If you have utilized in-kind as a portion of your required local match, you must complete and submit one copy of the Record of In-kind Donations Form with this report. You can find this report immediately following Page 8.*

2) If a cash surplus or deficit exists, explain below what will be done with any proceeds or how the deficit will be covered by the organization.

**RESULTS OF FUNDED ACTIVITIES**

Indicate the results of your funded activities. Check only those results which you can verify. For each item checked, provide a brief explanation or example in the space provided.

- ☐ a. Contributed to the local economy.
- ☐ b. Improved quality of life in the community.
- ☐ c. Broadened the general public's knowledge of or skills in the arts.
- ☐ d. Provided arts activities to an underserved community or group.
- ☐ e. Increased individual artistic or administrative skills.
- ☐ f. Increased organizational capacity.
- ☐ g. Increased understanding among different cultures.
- ☐ h. Increased understanding about different art forms.
- ☐ i. Advanced a specific art form.
- ☐ j. Strengthened the arts education curriculum in local schools.
- ☐ k. Other (specify):

## EDUCATIONAL OBJECTIVES

This section should summarize the objectives for all the education activities you provided during the year. Provide actual units of service of as many indicators as possible/applicable for FY 2006, and estimate the units of service for FY 2007.

OBJECTIVES:	FY2006 ACTUAL	FY2007 PROJECTED
-------------	------------------	---------------------

Total units of service provided

(One unit = (      )

Total counties served		
Total schools participating		
Total community-based organizations participating		
Total artists participating		
# in school-based settings		
# in community-based settings		
Total persons served in school-based settings		
# pre-K children		
# K-12 students		
# higher education students		
# adult learners (18-65)		
# older adults learners (65+)		
Total persons served in community-based settings		
# pre-K children		
# K-12 age children and youth		
# youth and adult learners (high school grads+)		
# older adult learners (65+)		
Total parents served		
# w/pre-K age children		
# w/K-12 age children		
Total school personnel served		
# administrators		
# fine arts teachers		
# classroom teachers		



### FY 2007 PROJECTED BUDGET SUMMARY

Provide your FY 2007 (year two) projected annual operating budget. Round all figures to the nearest dollar; no decimals.

ACTUAL PROJECT EXPENSES	Column A CASH	Column B IN-KIND	Column C TOTAL
1. Personnel-Administrative			
2. Personnel-Artistic			
3. Personnel-Technical/Production			
4. Outside Artistic Fees and Services			
5. Outside Other Fees and Services			
6. Space Rental			
7. Travel/Transportation			
8. Marketing/Publicity/Promotion			
9. Remaining Operating Expenses			
10. Capital Expenditures-Acquisitions			
11. Capital Expenditures-Other			
<b>TOTALS:</b>			

ACTUAL PROJECT INCOME	
1. Admissions	
2. Contracted Services Revenue	
3. Other Revenue	
4. Corporate Support	
5. Foundation Support	
6. Other Private Support	
7. Government Support-Federal	
8. Government Support-Regional/State	
9. Government Support-Local	
10. Other Applicant Cash	
<b>Sub-Total (Non-IAC Cash Income)</b>	
11. INDIANA ARTS COMMISSION GRANT	
<b>Sub-Total (Cash Income)</b>	
12. Total In-kind Donations	
<b>TOTAL:</b>	

**CHANGES TO FY2007 ACTIVITIES**

Please explain any significant changes to the activities you outlined in your grant application for the FY2007 year. This includes changes to the “who, what, where, when, why or how.” The IAC will review the anticipated changes and determine if the modified project still warrants state funding. You will be held accountable for delivering the type and level of service approved in this report. If you do not have any significant changes, you may write “NO CHANGES” below.

**ASSURANCES**

The undersigned certifies (1) that s/he is a principal officer of the grantee organization, and (2) the information provided in this report is true and correct, and (3) the expenditures were incurred solely for the purposes of the above numbered grant and in compliance with Indiana Arts Commission guidelines, including federal and state statutes prohibiting discrimination against any person on the basis of race, religion, color, national origin, gender, age, or physical or mental disability. Grantee organization will maintain records and documentation pertaining to grant activities and expenditures for a minimum of three (3) years and will make this material open to inspection by the IAC, with proper notice, for monitoring purposes.

---

Signature of Board chair, president, or executive director

Date Signed

---

Print Name and Title

## In-kind Expense and Income

Because not-for-profit organizations often receive donated materials and services (“in-kind” contributions), special accounting guidelines have been established to deal with these items. These guidelines should be followed when the applicant includes in-kind match in the proposed budget. (\*)

- Donated MATERIALS of significance should be reported at their fair market value if the recipient organization has an objective, measurable basis for assigning value. (The donor usually assigns value.)
- Donated SERVICES of significance should be reported if: 1) they are a normal part of a project and would be otherwise performed by paid personnel; 2) the organization exercises control over the employment and duties of the donor; and 3) there is a measurable basis for assigning a value to the service being donated.
- The following **CANNOT** be claimed as in-kind services:
  - services that are designed to be provided by volunteers;
  - periodic volunteer services for fund raising;
  - professional personnel engaged in research or training activities without pay or with a nominal allowance; and
  - value of time donated by the organization's board of directors and board committee members in carrying out governance activities.
- In-kind donations of materials and services must be able to be audited with a written record of each contribution. The written record should include: organization name, donor name and signature, date, description of the donated item or service, the value of the donated item or service (as assigned by the donor) and the signature of the person receiving the donation on behalf of the organization. Grantees using in-kind as a portion of match will be required to submit documentation with their Interim or Final Grant reports.

*(\*) Some grantees may not include in-kind as a portion of their local match requirement. Please refer to Page 1 of your Grant Agreement to verify your eligibility to provide non-cash match.*

## Grantee In-kind Donations Report

If the value of in-kind donations was used for an allowable portion of your IAC grant local match, then submit this report with your Interim Report. To find out the level of acceptable in-kind match, refer to Page 1 of your Grant Agreement.

**GRANT NUMBER:**

**ORGANIZATION NAME:**

---

Signature of Board chair, president, or executive director

Date Signed

DESCRIPTION OF DONATED GOODS AND SERVICES	NAME OF DONOR	VALUE OF DONATION
<i>Example:</i>		
1. Audit Services	Acme CPA Service, Inc.	\$1,000